



Total Life Counseling & Wellness Center
123 Eagles Landing Pkwy., Stockbridge, Georgia, 30281
Office (404) 446-0300 www.tlctrainawork.com Info@tlctrainawork.com

NOTICE OF PRIVACY POLICY

Effective Date: June 27, 2025

Total Life Counseling & Wellness Center (TLC)

123 Eagles Landing Pkwy.
Stockbridge, GA 30281
(404) 446-0300

This Notice describes how your health information may be used and disclosed, and how you can access this information. Please review it carefully. You may have additional rights under state and local law. If you have questions regarding your rights to health care information, please seek legal counsel from an attorney licensed in your state.

I. TLC's Pledge Regarding Health Information

TLC understands that health information about you and your health care is personal. TLC is committed to protecting health information about you. TLC creates a record of the care and services you receive. TLC needs this record to provide you with quality care and to comply with certain legal requirements. This Notice applies to all records of your care generated by this practice.

TLC is required by law to:

- Make sure that PHI that identifies you is kept private.
- Give you this Notice of my legal duties and privacy practices.
- Follow the terms of this Notice currently in effect.

TLC can change the terms of this Notice. Any changes will apply to all the information TLC has about you. The new Notice will be available upon request, in the office, and on the website.

II. How TLC Uses and Discloses Health Information About You

For Treatment, Payment, or Health Care Operations:

Federal regulations allow health care providers to use or disclose PHI without your written authorization for treatment, payment, and health care operations. For example, TLC may:

- Consult with other licensed health care providers.
- Bill your insurance company.
- Contact you about appointments.

Disclosures for treatment purposes are not limited to the "minimum necessary" standard, because full information is often needed to provide care.

SMS Text Messaging Communications:

By providing a telephone number and submitting forms to TLC, you consent to receive SMS text messages about appointment reminders, changes, confirmations, wait list notifications, telehealth links, practice announcements, billing notices, policy changes, resource sharing, program reminders, consent requests, and verification messages from Total Life Counseling & Wellness Center.

Message frequency may vary. Message and data rates may apply. You may reply STOP to opt out of messaging or HELP for assistance, or call (404) 446-0300.

Please see our Privacy Policy at: www.tlctrumawork.com.

No mobile or messaging consent information will be shared with third parties or affiliates for marketing or promotional purposes. All the above categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.

III. Certain Uses and Disclosures Require Your Authorization

1. **Psychotherapy Notes** (45 CFR §164.501)

Use or disclosure requires your authorization unless:

- a. For your treatment,
- b. For training or supervision,
- c. For defense in legal proceedings you initiate,
- d. For HHS investigations,
- e. Required by law,
- f. For health oversight, coroner duties, or to avert serious threats.

2. **Marketing Purposes:**

TLC will not use or disclose your PHI for marketing purposes without your prior written consent. If TLC requests to share a testimonial or review, you will receive a separate HIPAA authorization. You can withdraw your consent at any time by notifying TLC in writing.

3. **Sale of PHI:**

TLC will not sell your PH

IV. Uses and Disclosures That Do Not Require Your Authorization

Subject to certain limits, TLC can use or disclose PHI without your authorization in these cases:

- Appointment reminders and health-related benefits.
- When disclosure is required by law.
- Public health activities (e.g., reporting abuse or preventing threats).
- Health oversight activities (e.g., audits, investigations).
- Judicial and administrative proceedings.
- Law enforcement purposes.
- Coroners and medical examiners.
- Research purposes.
- Specialized government functions.
- Workers' compensation.
- Organ and tissue donation requests.

V. Disclosures That Require an Opportunity to Object

Disclosures to Family, Friends, or Others Involved in Your Care:

You have the right to object to sharing information. If you are incapacitated or in an emergency, TLC may share necessary information to ensure care and safety.

VI. Your Rights Regarding Your PHI

1. **Right to Request Limits:**

You can ask to limit uses or disclosures for treatment, payment, or operations. TLC may decline if it impacts your care.

2. **Right to Request Restrictions for Fully Self-Paid Services:**

If you pay in full out-of-pocket, you can request PHI not be disclosed to your health plan.

3. **Right to Choose Communication Methods:**

You may request contact via specific channels.

4. **Right to Access and Copies:**

You may request copies of your records. Requests will be fulfilled within 30 days.

5. **Right to an Accounting of Disclosures:**

You can request a list of disclosures for purposes other than treatment, payment, or operations.

6. **Right to Amend Records:**

You may request corrections to your records.

7. **Right to Paper or Electronic Copies:**

You may request this Notice in paper or email form.

8. **Right to Designate a Representative:**

If you have given someone medical power of attorney, they may exercise your rights.

9. **Right to Revoke Authorization:**

You may revoke any authorization at any time.

10. **Right to Opt Out of Certain Communications and Fundraising:**

You have the right to opt out of any fundraising communications.

11. **Right to File a Complaint:**

If you feel your rights have been violated, you may contact me or the U.S. Department of Health and Human Services.

VII. Changes to This Notice

TLC may change this Notice at any time. Revised Notices will apply to all records and will be available upon request, in my office, and on my website.

Contact Information for Questions or Complaints:

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Website: www.tlctraumawork.com